

# General Information.

---

**SUBSCRIBERS NUMBERS.**—Each subscriber's telephone is designated by a number placed to the left of his name. The number is prefixed by the name of the exchange with which the subscriber is connected. In calling for subscribers, it is necessary that both the exchange name and number be given.

**LISTING OF SUBSCRIBERS' NAMES.**—Telephone directories will be issued quarterly if the number of additions and changes warrant same. Use the current issue to obtain the correct numbers. The Company assumes no liability for damage arising from errors or omissions in making up or printing of the directory. Subscribers are requested, when they desire a change made in their location, to notify the Company in writing at least thirty days in advance.

**ABBREVIATIONS.**—In addition to abbreviations in common use, the following have been adopted: Bk—bank Bway—Broadway blk—block, exp—express, Mkt—Market, Mtgy—Montgomery, nr—near, phy—physician, rl. est—real estate, rm—room, r—residence, sur—surgeon, whls—wholesale, wks—works.

**INSTRUCTIONS FOR USING TELEPHONE.**—In talking, speak in a moderate tone and directly into the transmitter with the lips as close as possible to the mouthpiece.

To call Central Office, take the hand telephone from the hook, place to your ear, and operator will say, "Number?"

When operator receives exchange name and number of subscriber wanted, she will repeat them to you in order to avoid mistakes.

Remain with telephone to your ear until party called for has answered.

Should the operator connect your line on to the phonograph and you hear the words, "Line is busy, call again," it means that the desired subscriber's line is connected with some other.

Should the operator say: "The party called for does not reply; if you wish, I will call you when we can get him," you will kindly give us the number of your telephone, if you wish us to do so.

When a conversation is finished, be sure to replace the hand telephone on hook in original position.

**LONG DISTANCE CALLS.**—To make connection with other towns remove the hand telephone from the hook and when operator says "Number" say "Long Distance." When the Long Distance operator says "Long Distance" give your telephone number, name, and the town, telephone number and name of party wanted.

**HOW TO ANSWER A TELEPHONE CALL.**—Remove the hand telephone from the hook and say: "Here is Main 297" (or whatever your number may be). The party calling should say: "This is Main 298" (or whatever the number may be). Much friction and annoyance will be avoided if this simple plan is carried out.

**TELEPHONE MAIN 600.**—In addition to the original use for which this department was established, that is, the reception of complaints, and for the general benefit of the service, more operators have been added whose duty it is to give attention to subscribers asking for general information regarding change of subscribers' number, name, location, names not in book, etc., etc.

**NON-SUBSCRIBERS.**—When it is desired to have a non-subscriber called into one of our public offices at a distant place, a messenger will be sent for at the expense of the party ordering service.